



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
**Division of Solid Waste Management**  
**Planning, Reporting, and Waste Reduction Section**  
L & C Tower-8<sup>th</sup> Floor  
401 Church Street  
Nashville, Tennessee 37243-1533

MEMORANDUM

February 6, 2006

TO: Preparers of the 2005 Municipal Solid Waste Annual Progress Report.

FROM: Nick Lytle, Environmental Specialist  
Planning, Reporting, and Waste Reduction Program

RE: Annual Progress Report CD-ROMs for 2005

CD-ROMs containing the 2005 Annual Progress Report and associated files are available by contacting Nick Lytle at (615) 532-8004 or e-mail at [Nickolaus.Lytle@state.tn.us](mailto:Nickolaus.Lytle@state.tn.us). Upon requests being received, CD-ROMs will be mailed out as soon as possible, usually within one business day.

Completed reports will be due March 31<sup>st</sup>, 2005.

Upon receipt of the software, installation of the program is achieved by placing the CD-ROM in your computer and selecting the file labeled **SETUP.EXE**. Some computers will begin auto-installing without manually selecting the setup application. In either case, follow the onscreen instructions and select the "Typical" installation option.

After finishing installation, use the icon created on your desktop to access the database.

Detailed instructions for data entry and operating assistance may be found in the help file located on the top menu bar upon launching the program, or by selecting the file **2005aprhelp.chm** contained within the CD-ROM.

Please note that its important to follow the submission instruction located in the help file. Please contact us with any questions you might have with this procedure when you have completed the report. Also, please retain the CD-ROM for use with uninstalling.

